

VETERANS OF FOREIGN WARS
Department of Minnesota

Community Service



"Honor Veterans Daily"

Duane Hermanson
State Commander



"Joining Hearts and Hands for Veterans"

Millie Lauer
Auxiliary President



2015-2016

April 1, 2015 through March 31, 2016

VETERANS OF FOREIGN WARS DEPARTMENT OF MINNESOTA

COMMUNITY SERVICE PROGRAM

2015 - 2016

Community Service is the best source of positive publicity the VFW has. By serving our communities we accomplish seven (7) goals: 1) We live up to our VFW Constitution, 2) We provide valuable services to many areas of our community, 3) We benefit from a favorable impression of our organization by the community, 4) We attract new members, 5) We satisfy certain IRS requirements from which we benefit, 6) We build pride among our members and (7) It's good for our health, people involved in Community Service are happier people and tend to live longer.

We can't conduct our programs without those members who generously contribute their time and talent; conversely if we don't live up to the goals and objectives of our own constitution, we have very little reason to exist as an organization.

In many Posts, the burden of Community Service programs has fallen on the shoulders of the same individuals year after year. I am asking each of you dedicated members who carry the programs to set one additional objective for 2015-2016; and that goal is to involve someone **NEW** in your programs. You will benefit personally by having someone to share the load and you may make a new **FRIEND**. The VFW benefits by having new and innovative ideas and renewed vitality.

The following sections outline our Community Service program. If there are items you question, drop us a line or give us a call. **WE ARE HERE TO SUPPORT AND ASSIST YOU!!!**

STATE COMMUNITY SERVICE CHAIRPERSONS:

Rick Bugbee
State Jr. Vice Commander
651-291-1757

Community Service Liason

2015 - 2016 PROGRAM OUTLINE

GOALS:

- 1) Our **GOAL** is to have at least one Community Service Report from **each** Post by Fall Conference. A GOAL, which is attainable by each and every Post!
- 2) Each VFW Post, Ladies Auxiliary and Men's Auxiliary must have one **JOINT** Community Service Report per month.
- 3) The **Goal** is to have **12** consecutive Community Service Reports.

PROCEDURES AND RULES:

- 1) The Community Service **YEAR** runs from **APRIL 1, 2015 THROUGH MARCH 31, 2016**.
- 2) Send a report **EVERY CALENDAR MONTH**. One report form should cover one (1) calendar month. **Retain a copy** of each report you send.
- 3) **Report Deadline** – All Reports Must be Postmarked by the 20th of each month.
****See page 12 for a list of dates**
- 4) **VFW Post, Ladies Auxiliary and Men's Auxiliary** Chairmen should send their **JOINT REPORT** to the Department Chairman Rick Bugbee, Rice Street Station - PO Box 17146, St. Paul, MN 55117.
- 5) To check the status of your Post's Community Service reports go to the VFW webpage at www.mn.gov/vfw. Then go to the "Department Headquarters" page. Once there, you can click on "Post Progress Reports", and on the next page, click on "Community Service Report". Lastly, scroll down to your District.
- 6) **DO NOT assign a dollar value to Volunteer Hours. Report ONLY the money you actually spent to complete the project (including mileage actually paid).**

CATEGORIES:

- 1) For contest purposes **ONLY** (this criteria **MAY OR MAY NOT** be the same as other programs). Posts have been placed in the following categories:

Category 1	Posts with less than 100 members
Category 2	Posts with 101-500 members
Category 3	Posts with 501- or more members

RECOGNITION:

- 1) Awards will be given at the Department Convention for the **Outstanding Community Service Record Book(s)** in each category.
- 2) **NATIONAL AWARD – Outstanding Community Service Post**
 - A) There will be two awards for the state. Community Service Recordbooks are required to qualify for this award.
 - B) Two (2) Outstanding Community Service Posts will be submitted to National Headquarters.
- 3) An **AWARD** will be given by National Headquarters for the **Outstanding Community Service Project**. Details of this program may be found in the National web page at www.vfw.org and mailings you will receive throughout the year.
- 4) The contest for **ALL STATE COMMANDER HONORS** includes points for Community Service participation.
 - A) Starting with **APRIL 1, 2015 THROUGH MARCH 31, 2016** **1 POINT** will be awarded for **EACH MONTH** that a report is received **ON TIME**.

NOTE: ON TIME MEANS POSTMARKED BEFORE THE 20TH DAY OF THE MONTH FOLLOWING THE MONTH BEING REPORTED. (EXAMPLE: AUGUST REPORT HAS TO BE POSTMARKED BY SEPTEMBER 20TH. LATE REPORTS DO NOT COUNT TOWARDS POINTS FOR ALL STATE COMMANDER'S HONORS.)

- 5) A special 100% in reporting posts will receive a citation at Department Convention. Reports must be completed each month and postmarked by the 20th.

CONTEST RULES:

- 1) Community Service **RECORDBOOKS** (for State competition) cover the period of **APRIL 1, 2015 THROUGH MARCH 31, 2016**. The **DEADLINE** for receiving recordbooks **AT DEPARTMENT HEADQUARTERS** for State Competition is **APRIL 19, 2016 by 4:00 P.M.**

****This is no longer a requirement for ALL State Commander****

DEPARTMENT OF MINNESOTA, V.F.W. PROGRAMS MONTHLY REPORT FORM

(Reporting Year – April 1 to March 31)

(Use one form to report each Calendar month's activities)

District # _____ Post/Auxiliary # _____ (One JOINT report per month)

REPORT for the calendar month of: MONTH, 2015

Sample

COMMUNITY SERVICE

Sample

THE FOLLOWING COMMUNITY ACTIVITY PROJECTS HAVE BEEN COMPLETED:

A. AMERICANISM & COOPERATION WITH OTHER ORGANIZATIONS

* **IF YOU EITHER HAVE X'D OR CHECKED AN ITEM YOU MUST COMPLETE THE DESCRIBED LINE. THIS REQUIRES A SHORT DESCRIPTION OF THAT PARTICULAR PROJECT. SOME SAMPLE DESCRIPTIONS ARE:**

Organize and assist in fund drives for March of Dimes, Muscular Dystrophy, etc.

U.S. Savings Bonds

Other cooperation projects

Gave food & money to a "hunger program"

Gave clothing to church

Sold merchandise for POW/MIA

Vietnam Memorial donation

Meals on wheels

Donations to local public TV

Donated collected eyeglasses to Lions Club

Donated to charity golf - tournament

Participated in charity golf - tournament

Member saved Campbell soup labels for local school

Members saved pop can tabs for Ronald McDonald House

Donation to Prodigal House

Worked congregate dining

Worked Fair Share

Food donated to local food shelf

Free use of post home by other organizations

Free use of post grounds by other organizations

Served on City Community Board

Flag raising (location) (this could also be reported under Americanism)

Flag Presentation/flag raising

Donation to shelter for battered women

Donation to Diabetes Foundation

B. SAFETY

- * **IF YOU EITHER HAVE X'D OR CHECKED AN ITEM YOU MUST COMPLETE THE DESCRIBED LINE. THIS REQUIRES A SHORT DESCRIPTION OF THAT PARTICULAR PROJECT. SOME SAMPLE DESCRIPTIONS ARE:**

Conducted a CPR class

Aluminum tabs for Ronald McDonald House (this can also be reported under b. **Americanism & cooperation with other organizations** as fund raiser for Ronald McDonald House)

Neighborhood/highway beautification

Picked up cans & trash on county highway

Made neighborhood improvements

Members water & maintain 8 flower tubs in 3 areas of city.

Monetary donation to Chamber of Commerce for local celebration

Weeding of _____ Lake

Participated in Adopt-A-Highway program

_____(name)_____ city -parade (this should have been reported under Americanism unless there was a donation of monies or labor, but it was not clearly stated exactly was done. This again was not a real clear example of a project.)

Fenced in park property

Member active in local politics, attending meetings,
etc., which is beneficial to post home area

Helped cut up storm-downed trees in neighborhood

Helped with bingo for Senior Citizen High Rise

Helped with bingo for nursing home

Sewing (this was not a complete enough description) post

Other community involvement projects

Donated funds to city to build Clock Tower & Plaza

Members donated time to _____ community awareness program

Donated funds to County Fair Board

Escorting Veterans... (is a community activity as long as they are not VFW members.)

Volunteer security for Kaiser Roll Road Race

Worked with (name of another local organization) on a local fundraiser (this could also be reported under **a. Americanism & cooperation with other organizations**)

Delivered Meals on Wheels (this could also be reported under **Aid to Others**)

C. AID TO OTHERS

* **IF YOU EITHER HAVE X'D OR CHECKED AN ITEM YOU MUST COMPLETE THE DESCRIBED LINE. THIS REQUIRES A SHORT DESCRIPTION OF THAT PARTICULAR PROJECT. SOME SAMPLE DESCRIPTIONS ARE:**

Senior Citizens

Transported nursing home residents to local "Block Party"
Shopped for nursing home residents
Took Senior Citizens grocery shopping
Took Senior Citizens to the doctor
Took Senior Citizens to church
Volunteered for bingo at Senior Citizens High Rise
Volunteered for bingo at nursing home
Served coffee and cake for seniors
Provided band for seniors
Purchased bingo equipment for nursing home
Donation to Cancer Research Center
Visit with Senior Citizens
Lead a Senior Citizen group every week
Donated funds for Senior Citizen transportation
Visited senior shut-ins
Volunteered for Senior social & dinner
Volunteered to clean seniors houses
Volunteered to cut grass for seniors
Volunteered to help seniors with understanding their bills
Volunteered at nursing home picnic
Volunteered at Senior Citizen Center fish fry
Volunteered at Courage Center
Donated clothing to nursing home

Special needs individuals

Clothing to group home residents
Donation to Food Shelf
Delivered Meals on Wheels
Donation to Courage Center
Volunteered at Courage Center
Volunteered time at "New & Used" shop
Volunteered time at Special Olympics program
Volunteered time to seniors for auction
Served funeral luncheon

Personal or family tragedy/illness

Took food to family whose child was hit and injured in auto accident
Memorial for (name)
Attended funeral of community member
Cared for severely injured individual
Helped community member who had surgery
Held ritual for non-member Veterans
Donated flowers for community member funeral

(continued)

Personal or family tragedy/illness

Helped wheel-chair Bound neighbor

Served seniors meals

Other aid to others projects

Helped deliver crafts made by handicapped home individual

Seniors boat trip (did you volunteer time?)

Seniors sing along volunteers

Volunteered time to curl hair for incapacitated senior

Volunteered at Courage Center

Donation to (organization name)

National health & happiness Christmas cheer donation

Department hospital/rehabilitation donation

Cancer research building donation

Donation to hospital Extended Care Unit for party

Serve coffee and treats for patients and visitors

Clothing donation to extended care facility Food Shelf

Receptionist at senior care facility

Helped serve ice cream at extended care facility

Helped serve dinner to homeless

Volunteered time to help take nursing home patients to baseball game

Grew and distributed vegetables to senior citizens

Donated time to carpenter shop at extended care facility

Donated time to Stress Clinic at hospital

Worked at Blood Bank

D. SCHOOL AND CHURCH ASSISTANCE

* IF YOU EITHER HAVE X'D OR CHECKED AN ITEM YOU MUST COMPLETE THE DESCRIBED LINE. THIS REQUIRES A SHORT DESCRIPTION OF THAT PARTICULAR PROJECT.

Volunteerism in school,

Donated Campbell Soup labels to school for camera equipment

Donation for scholarship

Worked in school library

Speaker program in school/church

Presented for Veterans in the classrooms programs

Other school/church assistance projects

Helped deliver Meals on Wheels through church

Sewed quilts with church group

Assisted with serving and clean up of funeral lunch at church

Volunteered office work at church

Volunteered communion for homebound church members

Volunteered at game booth at church bazaar

E. YOUTH ACTIVITIES

* **IF YOU EITHER HAVE X'D OR CHECKED AN ITEM YOU MUST COMPLETE THE DESCRIBED LINE. THIS REQUIRES A SHORT DESCRIPTION OF THAT PARTICULAR PROJECT.**

Sports organizations

Community or Post sponsored youth athletic teams

Special Olympics

Voice of Democracy

Patriots Pen contest

Other youth activities

Scouting

4-H

National home

Any youth oriented activity

F. HOSPITAL/BLOOD

HOSPITAL/BLOOD: LIST HOSPITAL VISITATIONS, DONATIONS, HOURS, MILES, NUMBER OF MEMBERS AND NUMBER OF PATIENTS VISITED IN THE COLUMNS THAT APPLY. THE IRS HAS AUTHORIZED US TO USE **\$0.14** PER MILE FOR USE OF A VOLUNTEER'S AUTOMOBILE WHEN IT IS USED FOR CHARITABLE WORK.

LIST BLOOD DONATIONS. A POST CAN CLAIM ALL BLOOD DONATIONS IF THE POST IS HOSTING THE BLOOD DRIVE.

COMMUNITY SERVICE REPORTING SUGGESTIONS

AMERICANISM

Operation Uplink Cards
Donate Flags
Paint City Flag Poles
Post Prayers for Service Personnel
Honor Guard at Funerals
Veterans In The Classroom
Veterans History Project
United Way Contribution
Legislative Day Participation
Veterans on the Lake
Flag Etiquette Training
Food Shelf Contribution/ Volunteering
American Cancer Society
Retirement Home Programs
County Service Officer Support
Sponsor other Veteran Activities
Flag Avenue
Christmas Care
Legislative Letters
Life Long Memories Project
Support our Troops Poster
POW/MIA Table Ceremony
Send Newspapers to Servicemen
USO Donations
VA Pheasant Dinner
Loyalty Day Participation
Make a Difference Day

SAFETY

Contributions for Independent Living
AARP-Triad Program
Dare Sponsors
Meals on Wheels
55 Alive Course
Fire Department Donations
Drive Voters to Polls
Enforce Seat Belts
Lite a Bike
Contribute Winter Clothing
Pop Tabs for Ronald McDonald
Fire Safety
First Responder Support
Bicycle Rodeo
Adopt a Highway Program
Smoke Alarm Battery Replacement
Halloween Program for Children
Safety Articles in Newspapers
Cross Walk School Monitors
Yard and Home Work for Elderly
Lions Eyeglass Recycling
Beach/Park Clean Up
Drivers Training Support

YOUTH

VA National Home For Children
Church School Training
Scouting, Boys and Girls
FFA – 4H
Shrine Circus Tickets
Voice of Democracy
Patriots Pen
College Scholarships
Softball
Youth Trips
Eagle Scout Program
Bike Rodeo
Dare Sponsors
Youth Hockey/Baseball
Toys for Tots
Prom Night
Bowling Team Sponsor
Christmas Purchases
Youth Fishing Day
Camp Fire Girls
Children Tutoring
Soccer Camp Donation
Handicap Dance Sponsor
Boys and Girls Club Donations
Foster Grandparents Program
Family Fun Night
School Art Class
Soup Label Collections

COMMUNITY SERVICE IS VOLUNTEER WORK

Community Service is the volunteer work we do in the community. Only projects benefiting the community may be reported. You may report Community Service performed by the Post, Ladies and Men's Auxiliary, Cooties, Son's of the VFW and Junior Girls Unit for projects that are beneficial to the community.

You cannot take Community Service credit for anything that enhances your Post such as:

- Putting poppies on cards, or making corsages out of poppies.
- Working at a fish fry, steak fry, pancake breakfast or any other work at your VFW.
- Burning a candle or saying a prayer at your meeting.
- Driving a relative to the VA office or doctor's office or caring for a sick relative.
- Driving to the state capital to support a Veteran's Bill.
- Attending a VFW baseball tournament or hockey tournament.
- Color Guard posting colors at a Post or District meeting.
- Filling out a Community Service Report or putting together a Community Service Book.
- Flying the American or the POW/MIA Flag

You should claim all money that is actually donated but, **you cannot claim the value of the hours volunteered.** Report only your hours and members, National will assign a dollar value to your report.

You cannot claim all of your members on a project, **only the members that actually worked on the project.**

If you report an item on your Community Service Report in more than one category you may only take hours and members one time in the report.

It is our intent to send accurate reports to our National organization. In order to do that we must have accurate reports from the Post's and Auxiliary's.

If your report appears to have members, hours, dollars and projects that are not correct you will be credited for a Community Service Report but will not get credit for money, hours and members until your report has been adjusted.

POST AND AUXILIARY COMMUNITY SERVICE REPORT

REMEMBER:

- 1) Submit a separate monthly report for each calendar month to:

Rick Bugbee, Department Chairman
Community Service
Rice Street Station - PO Box 17146
St. Paul, MN 55117
- 2) **DEADLINE** - Monthly Report Form must be postmarked by the 20th day of the following month.
- 3) Department has two forms available that you may fill out. Every month your Post Commander can use the form in the General Orders provided. Secondly, available to Commanders at the secured section of the web page, is a downloadable spread sheet to fill out on you computer.
- 4) You **must** fill out items 25, 26 and 27 on the Community Service Report form to receive credit for the monies, hours and members activities for that month.

We will not add them for you. If they are blank, they will be blank on the report that we send to our National Organization reporting how much money, how many hours and how many members participated with Community Service.

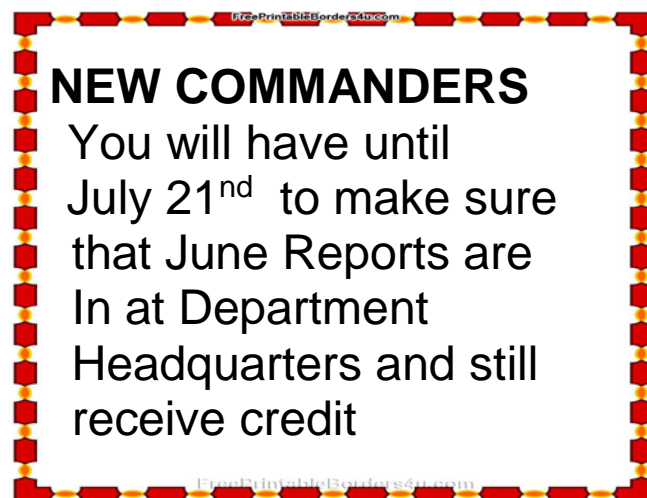
SPECIAL NOTICE

COMMUNITY ACTIVITIES

REPORT DUE DATES

2015-2016

<u>Reporting Month</u>	<u>Postmarked by</u>
April, 2015	May, 20
May, 2015	June, 20
June, 2015	July, 21
July, 2015	August, 20
August, 2015	September, 22
September, 2015	October, 21
October, 2015	November 20
November, 2015	December, 22
December, 2015	January, 20
January, 2016	February, 20
February, 2016	March, 20
March, 2016	April, 20



All Reports are to be sent
 to Department
 Headquarters at:

Rice Street Station
 P.O. Box 17146
 St. Paul, MN
 55117